

STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
June 2006



CLASSIFICATION ANNOUNCEMENT

PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Business Enterprises Manager (D)	71945	--
Children’s Services Special Investigation Manager (B)	79209	\$34,848 - \$55,752
Children’s Services Special Investigator 1 (B)	79207	\$28,188 - \$45,096
Children’s Services Special Investigator 2 (C, E) (Formerly Chileren’s Services Special Investigator)	79210	\$30,612 - \$48,984
Children’s Services Special Investigator 3 (B)	79208	\$31,944 - \$51,108
Community Development Consultant 1 (D)	75331	--
Community Development Consultant 2 (D)	75332	--
Distributed Programmer/Analyst 2 (Q)	75532	--
Distributed Programmer/Analyst 3 (Q)	75533	--
Distributed Programmer/Analyst 4 (Q)	75534	--
Distributed Programmer/Analyst Supervisor (Q)	75535	--
Economic Development Regional Specialist (E) (Formerly Community Development Consultant 3)	75333	\$31,944 - \$51,108
Medical Social Services Specialist (B)	79653	\$29,340 - \$46,944
Medical Social Worker 1 (J)	79651	\$29,340 - \$46,944
Medical Social Worker 2 (J)	79652	\$31,944 - \$51,108
Psychiatric Social Worker 1 (J)	79661	\$30,612 - \$48,984
Psychiatric Social Worker 2 (J)	79662	\$33,372 - \$53,400
Social Services Specialist 1 (E) (Formerly Social Worker 1)	79611	\$23,868 - \$38,184
Social Services Specialist 2 (E) (Formerly Social Worker 2)	79612	\$27,036 - \$43,260
Social Worker 1 (B)	79601	\$23,868 - \$38,184
Social Worker 2 (B)	79602	\$27,036 - \$43,260

LEGEND

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED June 12, 2006 .
- C Register will be ABOLISHED and REESTABLISHED effective June 12, 2006.
- D Job classification will be ABOLISHED June 12, 2006.
- E Job classification will have a TITLE CHANGE effective June 12, 2006.
- F Job classification will have a change in SALARY effective.
- G Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective June 12, 2006.
- K Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification changed EEO Code.
- P Job classification is converting from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective.
- Q Due to the consolidation of the Distributed Programmer Analyst job series into the Programmer/Analyst job series, the register for this job classification will be abolished effective June 12, 2006. Applicants who wish to be considered for positions previously classified as Distributed Programmer/Analysts should instead apply for jobs in the Programmer/Analyst job series upon establishment of the new registers in July, 2006. New job specifications with revised minimum qualifications for the Programmer/Analyst job series will be posted prior to the abolishment and re-establishment of the registers.



Tennessee Department of Personnel, Authorization #319177, November, 2005. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

## !! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## !! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

**SERVICE ELIGIBILITY DATES:** WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

## CHILDREN’S SERVICES SPECIAL INVESTIGATOR 1

**SUMMARY:** Under general supervision, performs professional investigative work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry/working-level class in the Children’s Services Special Investigator class series. An employee in this class performs investigations primarily at Children’s Services secure institutions and may assist a higher level investigator in regional or statewide investigations. This class differs from Children’s Service Special Investigator 2 in that an incumbent of the latter performs a wider variety of investigations at the regional level and is assigned lead and training duties.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to one year of full-time professional experience investigating fraudulent or criminal activities.

**Substitution of Experience for Education:** Additional experience investigating fraudulent or criminal activities may be substituted for the required degree on a year-for-year basis to a maximum of four years (e.g. experience equivalent to one year of full-time work in fraudulent or criminal investigation may substitute for one year of the required education).

### Necessary Special Qualifications:

- 1) A valid vehicle operator’s license.
- 2) Applicants for this class must have no conviction of a felony.
- 3) Applicants must be willing to be fingerprinted and must have their fingerprints on file with the Department of Children’s Services (TCA §71-3-533).
- 4) Applicants must authorize release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to the Department of Children’s Services (TCA § 38-6-144; TCA § 71-3-533).
- 5) Successful completion of basic interviewing techniques and other required pre-service training offered by the Tennessee Department of Children’s Services is required within six months of an employee’s appointment to this position.

**EXAMINATION METHOD:** Education and experience, 100% for Career Service position.

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## CHILDREN’S SERVICES SPECIAL INVESTIGATOR 2

**SUMMARY:** Under general supervision, performs professional investigative work of considerable difficulty and lead work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead level class in the Children’s Services Special Investigator class series. An employee in this class performs investigations at Children’s Services field offices, group homes, secure institutions and contracted agencies for an assigned region of the state, and leads/trains lower level investigators. This class differs from Children’s Services Special Investigator 1 in that an incumbent of the latter performs entry/working level investigative work primarily associated with a secure institution. This class differs from Children’s Services Special Investigator 3 in that an incumbent of the latter performs supervisory investigative work.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of full-time professional experience investigating fraudulent or criminal activities.

**Substitution of Experience for Education:** Additional experience investigating fraudulent or criminal activities may be substituted for the required degree on a year-for-year basis to a maximum of four years (e.g. experience equivalent to one year of full-time work in fraudulent or criminal investigation may substitute for one year of the required education).

### OR

One year of full-time experience as a Children’s Services Special Investigator 1 with the State of Tennessee.

### Necessary Special Qualifications:

- 1) A valid vehicle operator’s license.
- 2) Applicants for this class must have no conviction of a felony.
- 3) Applicants must be willing to be fingerprinted and must have their fingerprints on file with the Department of Children’s Services (TCA §71-3-533).
- 4) Applicants must authorize release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to the Department of Children’s Services (TCA § 38-6-144; TCA § 71-3-533).
- 5) Successful completion of basic interviewing techniques and other required pre-service training offered by the Tennessee Department of Children’s Services is required within six months of an employee’s appointment to this position.

**EXAMINATION METHOD:** Education and experience, 100% for Career Service position.

**CHILDREN’S SERVICES SPECIAL INVESTIGATOR 3**

**SUMMARY:** Under general supervision, performs professional investigative supervisory work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first supervisory class in the Children’s Services Special Investigation class series. An employee in this class supervises a staff of investigators performing investigations at regional offices, group homes, secure institutions and contracted agencies. This class differs from Children’s Services Special Investigator 2 in that an incumbent of the latter performs lead investigative work in a specific region of the state. This class reports to and differs from Children’s Services Special Investigation Manager in that the incumbent of the latter manages and assists in directing the operations of the Internal Affairs Division of the Department of Children’s Services.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years of full-time professional experience investigating fraudulent or criminal activities.

**Substitution of Experience for Education:** Additional experience investigating fraudulent or criminal activities may be substituted for the required degree on a year-for-year basis to a maximum of four years (e.g. experience equivalent to one year of full-time work in fraudulent or criminal investigation may substitute for one year of the required education).

**OR**

One year of full-time experience as a Children’s Services Special Investigator 2 with the State of Tennessee.

**Necessary Special Qualifications:**

- 1) A valid vehicle operator’s license.
- 2) Applicants for this class must have no conviction of a felony.
- 3) Applicants must be willing to be fingerprinted and must have their fingerprints on file with the Department of Children’s Services (TCA §71-3-533).
- 4) Applicants must authorize release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to the Department of Children’s Services (TCA § 38-6-144; TCA § 71-3-533).
- 5) Successful completion of basic interviewing techniques and other required pre-service training offered by the Tennessee Department of Children’s Services is required within six months of an employee’s appointment to this position.

**EXAMINATION METHOD:** Education and experience, 100% for Career Service position.

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**CHILDREN’S SERVICES SPECIAL INVESTIGATION MANAGER**

**SUMMARY:** Under general supervision, performs professional investigative managerial work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the second supervisor level in the Children’s Services Special Investigation class series. The employee in this class manages the operation of staff performing investigations at regional offices, group homes, secure institutions and contracted agencies. This class supervises and differs from Children’s Service Special Investigator 3 in that an incumbent of the latter performs supervisory investigative work. This class differs from Children’s Services Director of Investigation in that the incumbent of the latter directs the activities of the Internal Affairs Division of the Department of Children’s Services.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to five years of full-time professional experience investigating fraudulent or criminal activities, one of which must be supervisory.

**Substitution of Experience for Education:** Additional experience investigating fraudulent or criminal activities may be substituted for the required degree on a year-for-year basis to a maximum of four years (e.g. experience equivalent to one year of full-time work in fraudulent or criminal investigation may substitute for one year of the required education).

**OR**

One year of full-time experience as a Children’s Services Special Investigator 3 with the State of Tennessee.

**Necessary Special Qualifications:**

- 1) A valid vehicle operator’s license.
- 2) Applicants for this class must have no conviction of a felony.
- 3) Applicants must be willing to be fingerprinted and must have their fingerprints on file with the Department of Children’s Services (TCA §71-3-533).
- 4) Applicants must authorize release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to the Department of Children’s Services (TCA § 38-6-144; TCA § 71-3-533).
- 5) Successful completion of basic interviewing techniques and other required pre-service training offered by the Tennessee Department of Children’s Services is required within six months of an employee’s appointment to this position.

**EXAMINATION METHOD:** Education and experience, 100% for Career Service position.

ECONOMIC DEVELOPMENT REGIONAL SPECIALIST

**SUMMARY:** Under general supervision, is responsible for regional economic development work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class assists communities within an assigned region in developing a certified program for community and economic development. Work involves meeting with community representatives to explain program goals and objectives, assisting in the development of a community and economic development plan, and evaluating plans and making recommendations for or against certification.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time increasingly responsible professional community planning and development or closely related work; qualifying full-time professional experience in community development consulting may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in community planning or closely related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

MEDICAL SOCIAL SERVICES SPECIALIST

**SUMMARY:** Under general supervision, is responsible for professional medical-social counseling work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class executes the proper principles, practices, and procedures for professional medical-social counseling.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited four year college or university with a master's degree in social work.

OR

Substituting experience equivalent to one year of full-time paid employment in professional level social work for one year of the required graduate study, with a maximum of two years.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

MEDICAL SOCIAL WORKER 1

**SUMMARY:** Under general supervision, is responsible for professional medical-social counseling work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working class in the Medical Social Worker sub-series. An employee in this class executes the proper principles, practices, and procedures for professional medical-social counseling. This class differs from that of Medical Social Worker 2 in that an incumbent of the latter supervises subordinates performing medical social counseling work.

MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a master's degree in social work from an accredited four-year college or university.

**Necessary Special Qualifications:** Applicants for this class must possess one or more of the following conditions at the time of appointment and must be maintained during employment in the Medical Social Worker 1 classification as set forth in Tennessee Code Annotated, §63-23-111:

- (1) Possession of a master’s degree in social work from an accredited social work program approved by the Council on Social Work Education; or
- (2) Possession of a doctoral or Ph.D. in social work; or
- (3) Possession of a current master of social work certificate or independent practitioner of social work license as set forth in §63-23-102 and §63-23-103.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

**MEDICAL SOCIAL WORKER 2**

**SUMMARY:** Under general supervision, is responsible for professional supervisory medical-social counseling work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the highest class in the Medical Social Worker sub-series. An employee in this class supervises subordinates providing professional social counseling services or develops and coordinates a medical-social program of statewide impact. This class differs from that of Medical Social Worker 1 in that an incumbent of the latter provides medical-social counseling to clients.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Possession of a master's degree in social work from an accredited college or university and experience equivalent to two years of full-time responsible professional social work.

**Necessary Special Qualifications:** Applicants for this class must possess one or more of the following conditions at the time of appointment and must be maintained during employment in the Medical Social Worker 2 classification as set forth in Tennessee Code Annotated, §63-23-111:

- (1) Possession of a master’s degree in social work from an accredited social work program approved by the Council on Social Work Education; or
- (2) Possession of a doctoral or Ph.D. in social work; or
- (3) Possession of a current master of social work certificate or independent practitioner of social work license as set forth in §63-23-102 and §63-23-103.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**PSYCHIATRIC SOCIAL WORKER 1**

**SUMMARY:** Under general supervision, is responsible for professional psychiatric social work duties of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry-working class in the Psychiatric Social Worker sub-series. An employee in this class provides guidance, advice, and application of theory in treatment to patients, residents, and family where it is determined that treatment must include work on psychosocial problems. An employee in this class may be assigned to or rotated among a number of assignments such as admissions, adult alcohol and drug abuse, children and youth, correctional, extended treatment, general, geriatric, residential care and treatment, or other program or unit assignment. Work normally includes some individual, group, and family therapy. Classes in this sub-series differ from those in the Medical Social Worker sub-series in that the focus of work is upon psychosocial aspects. This class differs from that of lower level counseling classes in the focus and level of expertise required to accomplish work. This class differs from that of Psychiatric Social Worker 2 in that an incumbent of the latter acts as supervisor to employees of this class.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Possession of a master's degree in social work from an accredited college or university.

**Necessary Special Qualifications:** Applicants for this class must possess one or more of the following conditions at the time of appointment and must be maintained during employment in the Psychiatric Social Worker 1 classification as set forth in Tennessee Code Annotated, §63-23-111:

- (1) Possession of a master’s degree in social work from an accredited social work program approved by the Council on Social Work Education; or
- (2) Possession of a doctoral or Ph.D. in social work; or
- (3) Possession of a current master of social work certificate or independent practitioner of social work license as set forth in §63-23-102 and §63-23-103.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**PSYCHIATRIC SOCIAL WORKER 2**

**SUMMARY:** Under general supervision, is responsible for professional psychiatric social work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first supervisory class in the Psychiatric Social Worker sub-series. An employee in this class supervises professional psychiatric social workers and others, and participates in providing a full-range of professional social work services to residents and clients who have problems of a psychosocial nature. This class differs from that of Psychiatric Social Worker 1 in that an incumbent of the latter is subordinate to an incumbent of this class. This class differs from that of Social Services Director in that an incumbent of the latter directs all psychiatric social work programs at a major institution.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Possession of a master's degree in social work from an accredited college or university and experience equivalent to one year of full-time responsible professional psychiatric social work.

**Necessary Special Qualifications:** Applicants for this class must possess one or more of the following conditions at the time of appointment and must be maintained during employment in the Psychiatric Social Worker 2 classification as set forth in Tennessee Code Annotated, §63-23-111:

- (1) Possession of a master’s degree in social work from an accredited social work program approved by the Council on Social Work Education; or
- (2) Possession of a doctoral or Ph.D. in social work; or
- (3) Possession of a current master of social work certificate or independent practitioner of social work license as set forth in §63-23-102 and §63-23-103.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**SOCIAL SERVICES SPECIALIST 1**

**SUMMARY:** Under immediate supervision, is responsible for professional social services work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the professional Social Services Specialist sub-series. An employee in this class learns the proper principles, practices, and procedures in providing guidance, advice, and application of theory in treatment to families and patients in home settings, mental health/mental retardation facilities, or state and county prisons. This class differs from Social Services Specialist 2 in that an incumbent of the latter functions at the working level.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related social service field.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

## SOCIAL SERVICES SPECIALIST 2

**SUMMARY:** Under general supervision, is responsible for professional social services work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working level class in the professional Social Services Specialist sub-series, the entry level being subsumed by that of Social Services Specialist 1. An employee in this class provides guidance, advice, and application of theory in treatment to families and patients in home settings, mental health/mental retardation facilities, or state and county prisons. This class is flexibly staffed with and differs from Social Services Specialist 1 in that an incumbent of the latter learns the proper principles, practices, and procedures for social services work.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related social service field and experience equivalent to one year of full-time professional social services work.

**Substitution of Education for Experience:** Qualifying graduate coursework in social work, social welfare, sociology, psychology, criminal justice, human services, special education, or other related social service field from an accredited college or university may be substituted for the required year of experience. (e.g., 36 graduate quarter hours in one or the combination of the above listed field may be substituted for the one year of required experience).

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service.

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## SOCIAL WORKER 1

**SUMMARY:** Under immediate supervision, is responsible for professional social work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the professional Social Worker sub-series. An employee in this class learns the proper principles, practices, and procedures in providing guidance, advice, and application of theory in treatment to families and patients in home settings, mental health/mental retardation facilities, or state and county prisons. This class differs from Social Worker 2 in that an incumbent of the latter functions at the working level.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's, master's, or doctorate degree in social work.

### OR

Possession of a Master's of Social Work Certificate (CMSW) or License of Clinical Social Work (LCSW) from the State of Tennessee.

**Necessary Special Qualifications:** Applicants for this class must possess one or more of the following conditions at the time of appointment and must be maintained during employment in the Social Worker 1 classification as set forth in Tennessee Code Annotated, §63-23-111:

- (1) Possession of a baccalaureate or master's degree in social work from an accredited social work program approved by the Council on Social Work Education; or
- (2) Possession of a doctoral or Ph.D. in social work; or
- (3) Possession of a current master of social work certificate or independent practitioner of social work license as set forth in §63-23-102 and §63-23-103.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.



## SOCIAL WORKER 2

**SUMMARY:** Under general supervision, is responsible for professional social work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working level class in the professional Social Worker sub-series, the entry level being subsumed by that of Social Worker 1. An employee in this class provides guidance, advice, and application of theory in treatment to families and patients in home settings, mental health/mental retardation facilities, or state and county prisons. This class is flexibly staffed with and differs from Social Worker 1 in that an incumbent of the latter functions at the working level under general supervision.

### MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's, master's, or doctorate degree in social work and one year of full-time professional social work or social work related experience.

**Substitution of Education for Experience:** Qualifying graduate coursework in social work from an accredited college or university may be substituted for the required year of experience. (e.g., 36 graduate quarter hours in social work may be substituted for the one year of required experience).

### OR

Possession of a Master's of Social Work Certificate (CMSW) or License of Clinical Social Work (LCSW) from the State of Tennessee.

**Necessary Special Qualifications:** Applicants for this class must possess one or more of the following conditions at the time of appointment and must be maintained during employment in the Social Worker 2 classification as set forth in Tennessee Code Annotated, §63-23-111:

- (1) Possession of a baccalaureate or master's degree in social work from an accredited social work program approved by the Council on Social Work Education; or
- (2) Possession of a doctoral or Ph.D. in social work; or
- (3) Possession of a current master of social work certificate or independent practitioner of social work license as set forth in §63-23-102 and §63-23-103.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.